



## Position Announcement November 2023

<b>Position:</b>	Campus Police Officer
<b>Position Status:</b>	Full time
<b>Application Deadline:</b>	Open Until Filled
<b>Position Location:</b>	Warner Robins Campus and Service Area
<b>Work Schedule:</b>	40 hours per week / 12 calendar months per year

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may begin following review; the position may close at any time after November 20, 2023 based on a candidate selection.*

### **Job Responsibilities:**

This position is responsible for performing a full-range of assigned law enforcement duties to maintain security and order with a focus on a friendly customer service attitude to campus personnel, students, visitors for buildings, facilities, equipment and property. Provides patrols and ensures safety. Manages traffic flow and enforces parking regulations. Investigates traffic incidents, vandalism, theft and violence. Performs administrative duties. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may require travel to the college's service area and other travel as needed.

### **Major responsibilities include, but are not limited to the following:**

- Guards and monitors buildings. Answers alarms and investigates disturbances; Investigates criminal complaints and vehicle and other accidents;
- Coordinates with State Patrol and adjacent law enforcement jurisdictions; Apprehends criminal suspects and turns over to local jurisdiction for booking or incarceration;
- Inspects assigned area for fire or environmental hazards;
- Monitors and authorizes entrance and departure of employees, visitors, and other persons to guard against and maintain security of premises;
- Patrols premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates;
- Responds to fires, natural disasters or other hazardous events;
- Warns persons of rule infractions or violations, and apprehends or evicts violators from premises, using force if necessary;
- Writes reports of daily activities and irregularities;
- Coordinates disaster response or crisis management activities such as opening shelters, special needs programs and evacuation;

- Inspects equipment and facilities to determine their operational and functional capabilities
- Collaborates with others to prepare and analyze damage assessments following emergencies;
- Escorts or drives motor vehicle to transport individuals to specified locations and to provide personal protection;
- Directs traffic during special events;
- Provides security for events;
- Completes all assigned trainings in a timely manner
- Maintains Peace Officer Standards Training certification
- Other responsibilities as assigned

**Job Competencies:**

- Written and oral communication skills
- Decision making and problem-solving skills
- Skill in the operation of computers and job-related software programs
- Skill in interpersonal relations and in dealing with the public
- Ability to work independently with minimal supervision
- Ability to work weekends, day, evening and morning shifts
- Ability to differentiate between colors
- Ability to complete reports according to established guidelines
- Ability to patrol assigned areas
- Ability to identify signs of unlawful entry
- Knowledge of all pertinent federal, state and local laws, regulations

**Scheduled Work Hours / Location:**

The College is seeking to fill a position at the Warner Robins campus and service area. Positions may require a flexible schedule to include day/evening and/or weekend hours with travel to additional CGTC locations and other travel as needed. This position is scheduled to work 12 months per calendar year and at 40 hours per week.

The schedules below are projected. All candidates will be considered for both schedules:

- Monday through Friday:                      3:00 p.m. to 11:00 p.m.

**Physical Requirements:**

Requires sitting, standing, walking, stooping, bending, crouching, climbing, and lifting up to 50 pounds. The work is performed in campus buildings and outdoors where the employee is routinely exposed to various weather conditions. This position is subject to exposure to extreme and possibly life-threatening conditions.

**Minimum Qualifications:** *Must upload certifications and document qualifications in the employment history:*

- Earned High School Diploma or earned equivalent
- Documented current P.O.S.T certification (**PBLE Certification**)

**Preferred Qualifications:** *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented working experience in a safety monitoring environment or law enforcement or military experience.
- Documented experience working in a post-secondary educational setting.

**Salary / Benefits:**

**The annual gross salary of this position is \$42,504.00.** This position is eligible for state benefits to include retirement, insurance benefits, leave accrual and holiday pay. The College is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

**Campus Security Authority Designation:**

Under the Jeanne Clery Act, this position is designated as a Campus Security Authority (CSA). A CSA is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), is designated to receive and report criminal incidents to the CGTC Chief of Campus Police so that the information may be included and published in the college's Annual Security Report.

**Application Procedure:**

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
3. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
4. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to [cdominy@centralgatech.edu](mailto:cdominy@centralgatech.edu).

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.